

## SCOPE OF DUTIES STATEMENT

### MUSEUM SCHOOL COORDINATOR

### (EL PASO CONTRACT POSITION)

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#### ***Scope of duties:***

Coordination of Museum School Programs, which include but are not limited to the following:

Conceptualizes, plans, develops, implements and assesses studio art and art history classes and workshops for students diverse in age, interests and experience, including specialty programs with the Girl Scouts of America and tours with hands-on components. Recruits, interviews, hires, orients, supervises and assesses all teachers/volunteers for all classes and workshops. Coordinates registration for all classes/workshops and maintains a database and mailing list of all Museum School patrons. Designs and produces studio class brochures and flyers. Actively promotes classes/workshops through print, radio and television. Manages budget for Museum School and prepares financial reports. Monitors supply inventory and orders supplies when needed.

#### ***Other Duties:***

Works with Museum's education department on all programs, including those for teachers, docents and special events. Establishes and maintains effective working relationships while representing the El Paso Museum of Art with community groups, educators, volunteers, artists, media, Museum members and general public. Attends Museum events, including docent trainings, exhibition openings, and lectures.

#### **Knowledge, Skills, and Abilities:**

- Strong knowledge of Museum protocol, operations art history and art education.
- Knowledge recruiting, supervising and assessing teachers and volunteers and working with children and families.
- Application of good knowledge in the utilization of computer software including word processing graphic design, Word, Excel, Adobe Photoshop and Pagemaker.

#### **Other job Characteristics**

- Occasional lifting of supplies and equipment weighing up to 20 pounds
- Must be available to occasionally work extended hours, weekends, evenings, and holidays.

#### **Minimum Qualifications**

**Education and Experience:** Equivalent to an accredited Bachelor's Degree in Art Education, Museum Education, Art History, Humanities or other related field, plus two (2) years of professional in planning, implementing and promoting museum or art related public programs.

**Licenses and Certificates:** Valid Texas Class "C" Driver's license or equivalent issued by another state by date of hire.